



CITY OF WORCESTER, MASSACHUSETTS

CITY CLERK DEPARTMENT

David J. Rushford, City Clerk

Susan M. Ledoux, Assistant City Clerk
Joshua D. Meduna, Assistant Director of Elections

PLEASE POST

NOTICE OF VACANCIES PUBLIC LIBRARY BOARD OF DIRECTORS

Pursuant to a request of the Mayor and City Council, you are hereby notified that as of January 1, 2012, there shall be two (2) vacancies on the Worcester Public Library Board of Directors for a six-year term to be filled.

The Election for the openings will take place on December 6, 2011 at 7:00 P.M. in the City Council Chamber, third floor, City Hall.

The Mayor and City Council encourage Worcester residents to come forward and serve on the Library Board by filing a letter of intent and resume with the City Clerk before 12:00 Noon, Friday, December 2, 2011.

The City Clerk shall accept letters of intent and resumes via e-mail @ clerk@worcesterma.gov

or via fax machine @

508-799-1194

or through the U.S. Mail @

City Clerk
Room 206, City Hall
455 Main St.
Worcester, MA 01608-1889

Or in-hand during regular business hours:

Weekdays, from 8:45 a.m. to 4:15p.m., Mondays until 5:00 p.m.

Thank you,

David J. Rushford

David J. Rushford
City Clerk

POSITION DESCRIPTION - WORCESTER PUBLIC LIBRARY BOARD OF DIRECTORS

Composition: There are twelve (12) members of the Worcester Public Library's Board of Directors. Two directors are appointed by the City Council each December. The term of service for a director is six (6) years.

Requirements: Directors must be residents of Worcester. The Board's monthly meetings are held on the second Tuesday of each month at 5:00 p.m., usually at the Main Library. Directors serve on 2 to 3 standing committees that meet as work requires, usually 5 or 6 times a year.

Representation: Because the Public Library serves the entire community, it is desirable to have Board representation that reflects a cross section of the population. Examples of representation are:

Geographic - people from neighborhoods throughout the city

Ethnic - people reflecting the ethnic and racial groups within the city

Skills - people with expertise in areas such as management, finance, public relations, construction, architecture, fund raising, law, etc.

Economic and Education - people with various income and education levels

Age and Sex - people representing a range of ages and a balance between men and women

Responsibilities: The Board of Directors governs the library for the benefit of the community. It fulfills its responsibilities by:

- employing a qualified head librarian and understanding the roles and responsibilities of the Board and the head librarian
- setting service-oriented library policies that uphold the principles of equal access to information and the free exchange of ideas
- overseeing the management and maintenance of the library's facilities and assets
- working to secure an appropriate funding level for facilities, technology, hours of operation, collections and staff
- knowing and observing applicable municipal, state and federal laws and regulations
- working with the community to identify information needs and to develop and implement a written plan for the maintenance and improvement of library services
- pursuing educational opportunities that expand skills necessary to be an effective Director.

Compensation: Library Directors serve without monetary compensation.